



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, U.S. ARMY SUPPORT ACTIVITY AREA III**  
**UNIT #15716**  
**APO, AP 96271-5716**

IMKO-AC-LG

28 September 2005

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** USA Area III Support Activity Policy Memorandum #35, Use of Area III Appropriated Fund Dining Facilities by Other Than Enlisted Personnel Receiving Subsistence in Kind

**1. REFERENCES**

- a. Army Regulation 30-22, The Army Food Program, 10 May 2005
- b. Department of the Army Pamphlet 30-22, Operating Procedures for the Army Food Program, 30 August 2002
- c. Department of Defense Manual 1338.10-M, Manual for the Department of Defense Food Service Program, 23 March 1990

**2. PURPOSE:** To provide an Area III policy whereby commissioned officers, civilian personnel, guests, and other personnel who are not enlisted soldiers may purchase meals in appropriated fund (APF) dining facilities.

**3. POLICY:** In accordance with Department of Defense and Department of the Army regulatory and policy guidance, APF dining facilities have been established for the sole purpose of feeding enlisted soldiers who are authorized Subsistence-In-Kind (SIK). Soldiers who receive SIK are entitled to subsist without charge. Any increase in resources required to support APF dining facilities must be for soldiers authorized SIK.

**4. EXCEPTIONS:** Aside from enlisted personnel who are authorized SIK, the following individuals may be authorized meals in APF dining facilities:

a. **Officers:** Commissioned officers will normally be fed in places other than APF dining facilities. Commissioned officers may be authorized to purchase meals in APF dining facilities provided that:

(1) The Area III Installation Commander determines that commissioned officers subsisting in the APF dining facility will promote unit integrity and esprit de corps;

(2) Support will not be decreased to authorized enlisted personnel;

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(3) During permanent change of station (PCS), officers are authorized to purchase meals in designated APF dining facilities. A copy of the PCS orders of the military member must be presented for identification.

b. **Civilian Personnel:** When on duty at OCONUS installations, the following civilian personnel are authorized to purchase meals in an APF dining facility. When not on duty, civilian personnel are classified as "**Other Personnel**" and must follow the guidelines in paragraph d below:

(1) Food handlers, while on duty in a military dining facility.

(2) Contingency operation Government employees or contractor personnel residing in contingency camps, posts, or stations.

(3) Employees whose term of employment authorizes them to purchase meals in an APF dining facility.

c. **Guests:** The following guests may be permitted to purchase meals at an APF dining facility at these particular holiday meals only (Thanksgiving, Christmas, and the Army Birthday celebration).

(1) Guests of military personnel may be authorized to purchase meals in an APF dining facility during the serving of these traditional holiday meals.

(2) The Area III Installation Commander may authorize dining facility employees to invite family members to join in purchasing these traditional holiday meals.

d. **Other personnel:** When the Area III Installation Commander determines that it is in the best interest of the government in terms of operational efficiency, morale improvement or good community relations, the following individuals may purchase meals in an APF dining facility on an occasional basis:

(1) DoD civilians and contractors working on the installation, other than those identified in 4b above.

(2) Retired military personnel.

(3) Other civilians on the installation.

(4) Members of youth groups sponsored at either the local or national level.

(5) Entertainment groups.

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(6) Civilian dignitaries.

(7) Guests (must be escorted guests of a military member authorized to use the facility).

e. During PCS, military personnel and their family members are authorized to purchase meals in a designated APF dining facility. A copy of the military members' PCS orders must be presented for identification.

f. Requests for civilians to purchase meals, other than on an occasional basis, will be authorized by the Area III Installation Commander only when non-appropriated funds or commercial food service facilities are not readily available or the duty assignment precludes departure from the duty area. The approval for civilians to subsist on a continual basis will be approved in writing and will be reviewed annually to ensure that the circumstances leading to the approval still exist. Requests for an exception to this policy must be submitted in writing through the Directorate of Logistics (DOL) for the Area Commander's approval no later than 14 working days prior to the first day of the event or circumstance.

g. Family members and Department of the Army Civilian employees will pay the applicable meal rate. Family members of soldiers E-4 and below will pay the discounted rate. Appropriate ID cards must be in your possession at the headcount station.

5. This memorandum must be posted in all Area III Dining Facilities' Headcount SOP.

6. The point of contact for this policy memorandum is the DOL Food Service Office at DSN 753-6698.



MICHAEL J. TALIENTO, JR.  
COL, AV  
Commanding

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